GENERAL SERVICES TRANSFER   **3666**

(1987)

Purpose/Use: Process General Services Transfer

Reference/Authority: Accounting Procedures Handbook, Sections 3667, 3668, and 3762;
SAM §4553

Source: California Department of General Services

Forms/Related Document: CALSTARS Batch Header Slip, CALSTARS 25;
General Activities, AFS-37;
General Services Invoice, AFS-163;
General Services Invoice, GS-9428;
General Services Invoice, GS-9429;
Invoice Listing, AOB84-01;
Multipurpose Posting Document, AO-25.

Due Date(s): On completion

Distribution: Administrative Unit:
Original invoice to DAO-Claims;
One copy of invoice to File;
DAO-Claims:
Original CALSTARS 25 and AO-25 to DAO-Data Entry;
Original AFS-37, one copy of AO-25s and invoice to File.

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Department of General Services bills CDF for services and supplies via General Services Invoices (GS-9428, GS-9429, and AFS-163) forwarded to the purchashing unit by the billing code. Once each month, General Services forwards a General Activities (AFS-37) and Invoice Listing (AOB84-01) to DAO-Claims.

ADMINISTRATIVE UNITS - upon receipt of invoice:

• Write the appropriate CALSTARS codes on the front of the invoice. See Accounting Procedures Handbook, Section 3762.

• Sign and date.

- Do <u>not</u> affix field assigned number.

    - Use invoice number for entry into AFAS.

- Forward original copy of invoice to DAO-Claims.

- Place copy of invoice in suspense file.

DAO-CLAIMS

- Forward original of invoice and backup, if any, to administrative units when necessary to route for coding.

- Write name of place and/or person to whom routed and date routed on copy of invoice and place in pending file.

- Place coded GS-9428s, GS-9429s, and AFS-163s in suspense by month.

- Upon receipt of the AFS-37 and attached AOB84-01 match invoices in pending file to AOB84-01.

    - When all listed invoices have been matched, prepare a Multipurpose Posting Document (AO-25). See Accounting Procedures Handbook, Section 3668.

    - Obtain current document number from DAO-Fund Accounting.

    - Balance AO-25 to total shown on AFS-37.

- Place AO-25s in groups of no more than 6 pages or 108 entries.

- Prepare CALSTARS Batch Header Slip (CALSTARS 25), and attach AO-25s to form batch. Forward the batch to DAO-Fund Accounting.

- Place AFS-37, copies of the AO-25s, and Invoices in DAO-Claims file by billing code.

- Place CALSTARS 25, and copies of AO-25s, in batch book in DAO-Claims.

- Code invoices chargeable to Resources Agency and process as described.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.